



Blekinge Institute of Technology

Third Cycle Education

Introduction to doctoral students



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1. Introduction

This document is intended to be a guide to third cycle education at BTH. All local documents that is referred to in the text can be found in its entirety at BTH's internal webb <https://bthse.sharepoint.com/>. If you can't access them there you can contact the research administrators via the address forskningforskarniva@bth.se.

Purpose

Being a Doctoral Student at BTH means that you will primarily focus on your research project. You are also going to take courses and can also have teaching or other academic service as part of your doctoral position.

The end goal of the doctoral education is to complete a licentiate or doctoral thesis.

The doctoral education up to the licentiate degree corresponds to two years of full-time studies (120 credits), where 1.5 CREDITS corresponds to one week of full-time studies.

The doctoral education up to the Doctoral Degree corresponds to four years of full-time studies (240 ECTS), where 1.5 CREDITS corresponds to one week of full-time studies.

Depending on your subject area, you should take some of these credits as courses. How many credits are coursework is shown in your general study plan.

In addition to your research work and course studies, you as an employed doctoral student can devote some of your time to teaching and academic work to develop your pedagogical and communicative skills. This is seen as an important part of your personal development as a doctoral student.

Teaching and academic work for doctoral students who have full-time employment receive up to 20% of their working time. The Doctoral Degree can therefore be extended up to 1 year and the total time for doctoral studies is 5 years.

Goal

The goals that you should meet in order to get your degree are set out in a regulation, a general study plan and an individual study plan:

1. Higher Education Ordinance, the system of qualification
2. The general syllabus for your subject
3. The individual study plan

The Higher Education Ordinance, the system of qualification, are the national goals that all doctoral students must achieve. The goals are based on achievements in knowledge and understanding, competence and skill, judgment and approach.

You and your supervisor are asked to check your progress towards these goals at least once a year when revising your individual study plan. You can find these goals and the checklist in your individual study plan.

The general syllabus for your subject is the local regulation at BTH that specifies the subject-specific goals you should achieve. It also specifies the course requirements and whether any courses are mandatory in your education.

The individual study plan is mandatory for your studies and corresponds to a contract between the doctoral student and BTH. It regulates the content and implementation of the education and acts as a support for both the doctoral student and the supervisors in the planning of the individual education.

2. Admission

To conduct third-cycle studies you need to be admitted to a doctoral level. The announcement of vacancies is made at www.bth.se/jobb and BTH's official bulletin boards. The application for a doctoral education can be sent in during the academic year and is in competition with others. Admission to a doctoral level can sometimes lead to an employment as a doctoral student at BTH but an individual does not need to be employed at BTH to be admitted to the doctoral level. At BTH there are, for example, doctoral students who finance their research studies through scholarships as well as with funds from companies, county councils or municipalities.

To be accepted as a doctoral student, the applicant fills in the form "Application on admission to third-cycle studies". A financing plan shall also be attached to the application; this should be

written and signed by the relevant head of department. If a basic qualification has been completed at a university other than BTH, a copy of the diploma must be attached to the application.

The application, financing plan and if applicable a copy of the diploma is sent to the Registrar. The administrator prepares the application before the relevant Dean's decision to either grant or reject the application for third-cycle studies. When the application is granted, the administrator documents the data relating to the student's study plan in the study documentation system Ladok. Decisions on the accreditation from previous education are made with the decision to establish the first Individual Study plan.

2.1. Latter part

The application may be for a licentiate degree, doctoral degree or later part of doctoral education. When a doctoral student who has been admitted to a licentiate degree has completed his/her degree, interruptions are registered in LADOK, i.e. the individual no longer has a place at doctoral level. Sometimes it may be possible to continue towards a PhD in the same doctoral education subject. Continuation towards later part of postgraduate education requires admission to this education. You cannot be enrolled in two doctoral programmes at the same time. Admitting someone towards later part of doctoral education before interruption of education towards licentiate degree is not an option.

Regulation of admission:

Higher Education Ordinance 7 chapt. 37 – 39 § §

Admission Order 2.6, 3.3, 3.6, 4.9, 6.7, 7.2, 9.3

Guidelines for the admission and employment of doctoral students

3. Funding

At the doctoral level, the University has made the assessment that the study funding can be secured throughout the entirety of the education. For all doctoral students, regardless of the source of funding for the doctoral studies, the University shall at admission ensure that applicants can devote so much of their time to the training that it can be completed within four

years in the case of a Licentiate degree and eight years in the case of a doctorate. The Head of the department concerned shall certify the funding.

Studies at the doctoral level at BTH will normally be financed by an employment as a doctoral student at the university. Applicants who have some other form of funding can also be admitted if it can be assessed that the funding can be secured throughout the education and that applicants can devote so much of their time to education that it can be completed within four years in the case of a Licentiate degree or eight years in the case of a doctoral degree.

Other forms of study funding include other employment at BTH, external employment with another employer or scholarship from an external funder. Self-financing in the form of own wealth, old-age pension or salary from own company is not accepted for admission to third-cycle studies at BTH.

The Higher Education Ordinance does not regulate what happens if the study funding ends after admission for a doctoral student. The current interpretation, however, is that there is no absolute obligation for the University to fund an accepted doctoral student if the original planned funding ends. Therefore, in such a situation, an assessment of any financial obligation must be made on the specific case and based on the individual study plan, financing plan and any agreement.

The Same rules apply to doctoral students with other source of funding as for employed doctoral students regarding admission, supervision, individual study plans, study follow-up, courses and degree procedure.

Regulation of financing:

Higher Education Ordinance 7 Chapt. 34 – 36 §§

Rules for financing studies at doctoral level

3.1 Employment as a doctoral student

The form of employment as a doctoral student is regulated in the Higher Education Ordinance. For example, the amount of work apart from the studies that is allowed as part of the employment at the University is specified (max 20 %) as well as the possibility of part-time

employment (lowest 50% full-time).

All doctoral students are entitled to a total time for education equivalent to full-time studies of four years for a doctoral degree, provided that the results of studies are achieved in line with an individually prepared study plan. Employment as a doctoral student is time limited and is usually extended by one year at a time. If the individual is employed as a doctoral student, it is common to have departmental duties in parallel with the studies. The education period is extended based on the teaching that the doctoral student does, up to a maximum of 20% of full-time, which can lead to a maximum study period of five years within the framework of the doctoral student position. It is important to revise the individual study plan based on changes in, for example, the rate of study and to indicate reasons for changes at the specified time of the end of the training period.

A doctoral student employment has the same benefits as a normal employment. The salary of a doctoral student follows a doctoral ladder where wages increase in relation with the results achieved. The levels of the doctoral ladder are adjusted each year and follow the wage developments in higher education.

Regulation of Employment as a doctoral student:

Higher Education Ordinance 5 chapt. 2, 3 and 7 §.

Agreements regarding salary adjustments for doctoral students and certain salary adjustments at Blekinge Institute of Technology

Guidelines for the employment and admission of doctoral students

3.2 External Employment

External employment may involve employment at another institution as well as employment at a company or organization that BTH is in collaboration.

In all cases where third-cycle studies at BTH are funded by an external employment an agreement must be signed between the sponsoring employer and BTH. The Agreement shall at least regulate the level of funding, the time for funding and that the employee is allowed the working hours to be able to work on third-cycle studies so that it can be completed within the time (at least 50% of full-time service). Funding agreements shall be submitted with the application for admission to third-cycle studies.

Regulation of External employment:

Higher Education Ordinance 7 Chapt. 36 §.

Rules for financing studies at doctoral level

3.3 Scholarship from external financier

Scholarship from external financier means that BTH is not the funder but the doctoral student has funding in the form of a scholarship from an organization, foreign university or similar. In order to ensure continuous funding, the scholarship donor shall be an official organisation, recognized as a scholarship donor, financier or similar.

A copy of the contract between the donor and the doctoral student, or a description of the grant terms certified by the relevant head of department, shall be attached to the application for admission.

BTH may accept funding for scholarships that meet the conditions of the Higher Education Ordinance (1993:100) Chapter 5. Section 4a p. 1 or p. 2. i.e. the grant shall be provided within the framework of:

1. An aid and capacity-building programme in which scholarships constitute an accepted form of funding with reasonable scholarship conditions and the adopted university has insight into these conditions and how the scholarship is paid;

Or

2. a programme or other cooperation financed by the European Union, where grants with reasonable scholarship conditions constitute an established form of funding and where the requirement for funding through employment becomes an obstacle to the participation of the admitting university.

Regulation of Scholarship from external financier:

Higher Education Ordinance 7 chapt., 36 §, 5 chapt., 4 §

Rules for financing studies at doctoral level

4. Time of education and period of employment

All doctoral students have the right to a total time of education equivalent to full-time studies of four years for a doctorate, regardless of how they are financed. Depending on the rate of study, the time of education for a doctorate may be extended to eight years. The Doctoral student should, on average during the education, devote time to the doctoral studies corresponding to at least 50 % of full-time.

The time starts from the date specified in the decision on admission specified as the start of studies. The duration of the education may be extended if there are reasonable grounds for doing so, such as leave for sickness, service in the defence or for positions of trust in trade unions and student organizations or parental leave.

Employment as a doctoral student is time-limited and a person may be employed as a doctoral student for a total of eight years. However, the total period of employment may not be longer than that corresponding to full-time doctoral education for four years. For studies to be completed with a Licentiate degree, the total period of employment may not be longer than that corresponding to a full-time doctoral education for two years.

Period of employment starts from the date in the employment decision specified as the start of employment. The period of employment can be extended if there are reasonable grounds for doing so, such as leave for sickness, service in the defence or for positions of trust in trade unions and student organizations or parental leave.

All absences causing extensions of the education should be reported to the administration.

In connection with the follow-up of studies every year, it is important that the main supervisor together with the doctoral student follow up that there is time left to be able to complete the education according to plan.

It is each individual doctoral student's responsibility to request an extension in writing should the time of education be spent. The period of study and any extensions is decided on by the Dean. The Head of Department decides on any extension of the period of employment. BTH, however, has no obligation to finance the granted extension as a result of spent study time.

Regulation of time of education and length of employment:

Higher Education Ordinance. 7 Chapt. 36 §, 6 Chapt., 29 §, 5 Chapt., 7 §

Prolonging doctoral students with positions of trust

4.1 Activity and source of funding

In connection with the end of each semester, the administrators reports on activity and source of funding for all doctoral students in LADOK. Activity and source of funding indicate the percentage of his/her time that the doctoral student has devoted to doctoral studies and how the studies are financed. Data are forwarded to Statistics Sweden and UKÄ for national statistical follow-up.

If the activity for the current semester does not correspond to the planned activity specified in the individual study plan (for example, due to long-term illness or parental leave), this should be communicated to the administrator.

4.2 Study break

Study break does not refer to the extension-based reasons set out in Chapter 6, Section 29 of the Higher Education Ordinance (sick leave, leave for service in total defense or for positions of trust within trade unions and student organizations or parental leave).

There is no explicit right under the Higher Education Ordinance for a doctoral student to request a break in their studies as there is for first and second-cycle students.

However, there is nothing to prevent the university from granting a break.

If the graduate student wishes to have a break in their studies, this should be discussed with the supervisor and the head of department. Supervisors and head of department must assess whether it is possible to suspend the studies and whether supervision and other resources can be guaranteed when the doctoral student is intended to return to studies.

If the leave of absence is granted, this shall apply for a specified period of time.

Prior to the re-uptake of the studies, the individual study plan shall be updated and established.

4.3 Inactive doctoral students

Inactive doctoral students are contacted annually and asked to submit an up-to-date individual study plan if they intend to return to active studies. If they remain inactive, they are asked to submit a request for a leave of absence. This is valid for a maximum of one year at a time.

4.3 Discontinuation of studies

If the doctoral student intends to discontinue his/her studies prematurely, he/she must inform to be unregistered by filling in the form "Study discontinuation, doctoral education" and send this to the Registrar.

5. General Syllabus

Universities that may issue third-cycle degrees shall decide on the subjects for third-cycle studies. BTH currently has eleven active subjects at a third-cycle level that doctoral students are admitted to. There must be a General Syllabus for each subject. The General Syllabus serves as a framework for the subject and include a description of the content of the training, the arrangements and the requirements for admission to the education.

For each General Syllabus, the degree objectives for a doctorate and a licentiate degree are specified in the Higher Education Ordinance. The degree objectives must be met when a third-cycle degree is issued. The objectives describe knowledge, skills and abilities that the doctoral student must have attained for the degree.

It is incumbent upon each individual doctoral student to read the General Syllabus for his/her subject. The General Syllabus sets out the objectives to be achieved for a degree in the subject.

Regulation of General Syllabus:

Higher Education Ordinance 6 Chapt. 25– 27 § §, annex II Degree scheme

Process for the establishment and discontinuation of a third-cycle subject

6. Individual Study Plan

For each research student there must be an individual study plan (ISP) which is a work plan for entire study time. After the application of admission has been granted to doctoral education, the doctoral student together with the main supervisor and examiner shall establish an ISP. If the admission is towards a licentiate degree, the ISP must include a plan up to the licentiate degree and if the admission is towards the doctoral degree the plan should be towards the dissertation.

The plan shall include the commitments of the university and the doctoral student and can be

seen as a contract between the doctoral student and the university in terms of the content and implementation of the education and serve as a support for both doctoral student and supervisors in the ongoing work. The individual study plan can also be seen as a tool where the doctoral student's goals and achievements are specified concretely on the way to the current degree. Both the doctoral student, main supervisor, supervisor and examiner must sign the individual study plan. The template for the individual study plan with accompanying instructions can be found on the home page.

The studies should be continuously followed up by the supervisors. The individual study plan should be updated at least once a year, normally no later than the end of February. In addition to the doctoral student, the examiner and the supervisor, a Senior Reviewer (chosen outside the doctoral student's department) should participate in the meeting. During the meeting, the research student's study results will be discussed, the timetable reviewed and revised. It must be clearly stated when the education is planned to be completed. The Doctoral student shall in the ISP present the estimated time for the end of the education and if necessary, inform about a planned application for extension. It is important to revise the ISP based on changes in for example the rate of study and to state reasons for changes made. The revised individual study plan is submitted to the Registrar and is established by the Dean of the faculty concerned.

Regulation of Individual Study Plan:

Higher Education Ordinance 6 Chapt., 29 §

Individual Study Plan for third-cycle studies

7. Supervision

Every doctoral student has the right to supervision throughout his/her doctoral education if the Vice-Chancellor with the support of 6 Chapt. 30 § The Higher Education Ordinance doesn't decide otherwise.

At least two supervisors and one examiner are appointed for each research student. One of the supervisors is appointed as the main supervisor.

Main supervisor and examiner must be a professor, adjunct professor, associate professor with scientific merit, or docent at BTH. The Main supervisor together with the examiner and the doctoral student must, in each individual study plan, specify activities in order to ensure goal

fulfilment in accordance with the requirements for the degree.

Supervisors can be added or changed during the doctoral student's study period. This is handled by the application for a change in the supervisor constellation.

Should the doctoral student find that the supervisory situation does not work for some reason, he/she can request to change supervisor. Process for this is determined in the Rules for changing of supervisor.

Should a doctoral student fail to meet his/her commitments in the Individual Study Plan, the Vice-Chancellor can decide that the doctoral student no longer have the right to supervision and other resources for the education. Process for this is determined in Rules for determining the doctoral student's right to supervision and other resources.

Regulation of Supervision:

Higher Education Ordinance 6 Chapt, 28 §

Rules for change of supervisor

Roles and responsibilities in the doctoral education at BTH

Rules for examining the doctoral student's right to supervision and other resources

Application for change of Supervisor Constellation (form)

8. Courses

During the doctoral studies, the doctoral students continuously study courses. What specific courses the doctoral student will study is decided by the main supervisor and the examiner in consultation with the doctoral student when drawing up and revising the individual study plan. The number of higher education credits that must be read for each subject is described in the general syllabus of each subject.

Doctoral courses are often advertised and searchable, usually they mainly turn to doctoral students at their own university. There are also individual doctoral courses that the supervisor creates for the individual or for a smaller group of doctoral students, e.g. reading courses.

If the doctoral student needs to study certain areas, this can be done through courses at first- and second cycle level, which the doctoral student registers for as a regular course (via

antagning.se) and is credited in the doctoral education. If the doctoral student is liable for payment of study fees a special routine should be followed.

Doctoral students who are to participate in teaching, must attend a higher education introductory course (3 ECTS) before they can start teaching.

Regulation of Courses:

General Study plan for the subject

Rules for doctoral courses at BTH

8.1 Accreditation of Courses

A doctoral student who has already taken a part of his/her doctoral education in another form or elsewhere may, under certain conditions, be able to accredit this in his/her education. The doctoral student does not need to be examined on this part of the course again. More information on accreditation of courses in connection with admission third-cycle education is available in the Order of Accreditation.

Regulation of Accreditation:

Order of Accreditation

8.2 Registering the Courses

When the doctoral student has completed a course (regardless of the type of course), the course certificate or a course description must be sent to the administrators. The course description should include the name of the course in Swedish and English, the contents and credit of the course and the date of examination. The course will then be registered in LADOK.

When a doctoral student liable for the payment of study fees intends to study courses at the first- and second-cycle at BTH, he/she must contact the course coordinator. If the course is examined through written examination, the doctoral student can ask the administrators for a certificate confirming that he/she is allowed to take part in the exam. After completion of the course, the examiner for the course reports it as a doctoral course to the research administrator.

9. Role descriptions

The purpose of roles and division of responsibilities within doctoral education is to clarify the different roles and division of responsibilities in the doctoral education.

Doctoral student

The doctoral student is admitted to doctoral education by decision of the dean of the faculty concerned. The doctoral student is responsible for:

1. to actively and independently carry out their education within the framework of the study period of doctoral education;
2. to, together with the supervisor and examiner, prepare and follow up the individual study plan in accordance with current procedures,
3. to continuously inform supervisors about the progression of the training.

Unless otherwise agreed, the doctoral student is also expected to:

1. participate in and contribute to the research environment in which the doctoral student is included,
2. participate in any research project meetings;
3. conduct regular meetings and follow-ups in accordance with the wishes of the examiner and supervisors;
4. have regular contact with their supervisors;
5. reply to e-mails, text messages, etc. from the examiner and supervisors promptly,
6. if the doctoral student is employed at BTH, the doctoral student is expected to participate in and contribute to a working work environment at his/her department in addition to the above. This includes the departmental service that may occur e.g. in the form of teaching, where the doctoral student is expected to be available to his students but also attend departmental meetings

Examiner

The examiner of the doctoral student is appointed by the dean of the faculty concerned.

The role of examiner may coincide with the main supervisor or supervisor.

The examiner shall be a professor, adjunct professor, associate professor qualified with a focus on scientific expertise or docent who is employed at BTH. The scope of service at BTH shall be at least 20 %.

Exceptions to the above can be made, if there are special reasons, and must be made after consultation with the doctoral student, the other interested parties and the dean of the faculty concerned.

The examiner is responsible for:

1. to assess whether courses should be approved in the doctoral student's education and to determine the number of credits for the courses to be approved within the framework of the doctoral education;
2. to, together with the doctoral student, prepare and follow up the individual study plan in accordance with current procedures,
3. to assess, together with the doctoral student, the achievement of the objectives against the degree objectives in the individual study plan,
4. assess, after completing the licentiate seminar, whether the licentiate thesis and its presentation should be approved.

Main supervisor

The main supervisor of the doctoral student is appointed by the dean of the faculty concerned. The main supervisor shall be a professor, adjunct professor, associate professor qualified with a focus on scientific expertise or docent who is employed at BTH.

The scope of service at BTH shall be at least 20 %.

The main supervisor must have completed supervisor training or have equivalent competence.

The main supervisor always has overall responsibility for the doctoral student's education.

The main supervisor shall possess subject competence in the relevant doctoral education subject or in a sufficiently related subject to provide adequate supervision.

The main supervisor who leaves his or her position at BTH cannot remain as the main supervisor but can instead be appointed as a supervisor.

In order to ensure the doctoral student's right to supervision, the relevant department must have a plan to provide supervisor competence throughout the training period.

Exceptions to the above can be made, if there are special reasons, and must be made after consultation with the doctoral student, the other interested parties and the dean of the faculty concerned.

The main supervisor is responsible for:

1. that at the beginning of the studies there is a well-thought-out research task,

2. to supervise thesis work and publications within the doctoral education subject and in forums (e.g. journals and conferences) that are suitable for the subject of doctoral education based on a defined general syllabus;
3. to, together with the doctoral student, prepare and follow up the individual study plan in accordance with current procedures,
4. that the thesis work progresses at an appropriate pace based on the established general syllabus for the doctoral education subject and the doctoral student's individual study plan,
5. to be well prepared for meetings with the doctoral student and provide adequate feedback on contributions to the research work;
6. to enable the doctoral student to establish contacts with researchers nationally and internationally,
7. to enable the doctoral student to establish contacts with the business community where it is relevant to the doctoral student's focus,
8. to choose an opponent at a licentiate seminar, and to propose the opponent and the examining committee when defending the thesis.
9. to report the doctoral student's achieved level of education to the HR department regarding the salary level for doctoral students.

Supervisor

The supervisor of the doctoral student is appointed by the dean of the faculty concerned. Supervisors are responsible for:

1. to supervise the doctoral student together with the main supervisor and ensure that the thesis work progresses at an appropriate pace,
2. to supervise, together with the main supervisor, thesis work and publications within the doctoral education subject and in forums (e.g. journals and conferences) suitable for the doctoral education subject based on a defined general syllabus;
3. to, together with the doctoral student, prepare and follow up the individual study plan in accordance with current procedures,
4. to be well prepared for meetings with the doctoral student and provide adequate feedback on contributions to the research work;
5. assisting the main supervisor;
6. to complement the scientific and pedagogical competence in the supervision

Teaching mentor

Teaching mentors are assigned to doctoral students who are to conduct teaching, by the head of education/director of studies for education at first/second cycle level at the relevant department.

The teaching mentor is responsible for:

1. to advise teaching doctoral students in the planning and implementation of teaching, including through discussion of arrangements and methods, and may be involved in teaching.

Senior Reviewer

A senior reviewer shall be selected by the doctoral student.

The senior reviewer should be able to contribute with experience of supervision at doctoral level and does not need to be an expert in the subject of doctoral studies.

The senior examiner must work at BTH but outside the doctoral student's department and preferably faculty and preferably be a docent or equivalent. The doctoral student himself agrees with the appropriate person on the assignment.

Senior reviewers are responsible for:

1. to follow up both the doctoral student's and the university's commitments in the individual study plan,
2. to ensure that gender equality, sustainable development, understanding of other countries and international conditions are discussed during the follow-up meeting when following up the individual syllabus;

In order to ensure that there is a good relationship between supervisor and doctoral student, the senior examiner should be available for dialogue with the doctoral student if necessary.

The senior examiner shall, if deemed relevant and in agreement with the doctoral student, act by contacting those responsible, such as supervisor, head of department or dean, depending on what is deemed adequate on the matter.

Doktorandkommittén

The Doctoral Student Committee is an organization of doctoral students within Blekinge student union.

The Doctoral Student Committee is represented on the Higher Education Board and the Dean Group to ensure the right of doctoral students to influence the design of doctoral education.

The Doctoral Student Committee is responsible for:

1. to monitor the rights of doctoral students and to support doctoral students in the event of problems in their education or supervision.

Head of Department

The head of department at the doctoral student's department is responsible for the ongoing systematic work environment work at the department

The head of department is responsible for:

1. that the selection procedure for admission to doctoral education is carried out in a legally secure manner
2. to ensure that funding is secured through doctoral student employment, other employment at the university, scholarship or external employment when admission of a doctoral student,
3. to suggest to the dean a new supervisor when the doctoral student has requested a change of supervisor,
4. to offer evaluation talks with doctoral students at the department

Dean

Each faculty is led by a dean.

The deans are responsible for the quality and planning of doctoral education.

Decisions within doctoral education are made either individually by the dean of the faculty concerned or by the deans jointly.

Subject responsible research education subject

Subject representatives of a doctoral education subject shall support heads of department and deans in the work to quality assure and develop postgraduate education and related research at BTH.

There shall be a subject representative for each doctoral education subject at BTH.

The duties of subject representatives are listed below:

1. Responsible for producing proposals for revision of the general syllabus in the doctoral

- education subject for dean's decision
2. Responsible for annual follow-up of the doctoral education subject and related research with report to deans in accordance with BTH's quality system
 3. Responsible for self-assessment work in connection with external quality evaluation of the doctoral education subject and related research
 4. Monitor the development of the doctoral education subject and related research areas nationally and internationally
 5. Be part of a BTH-wide network of subject representatives

Regulation of Role descriptions:

Roles and responsibilities in the doctoral education at BTH

Individual Study plan for third-cycle studies (BTH-1.2.1-0353-2018)

10. Insurance

As an accepted doctoral student, you are, like all students at universities in Sweden, insured during school hours and when traveling to and from school, by a general accident insurance.

As an employed doctoral student, you are like all employees at BTH insured through an occupational injury insurance and travel insurance. Externally employed doctoral students must have an adequate occupational injury insurance through their employer.

For scholarship funded doctoral students, BTH has signed an insurance that shall apply when the doctoral student's scholarship lapses due to absence from studies in sickness or parental leave. The insurance shall not give entitlement to compensation if the doctoral student is entitled to equivalent compensation under any other insurance.

Regulation of Insurance:

Higher Education Ordinance Chapter 1, Section 11

Kammarkollegiets terms for Personal Injury insurance for students

Kammarkollegiets terms for sickness and parental insurance for doctoral students with scholarships

11. Dissertation and Licentiate Seminar

Prior to the planning of the public defence, the current rules and guidelines must have been reviewed and the preliminary date for the defence has been communicated to the management office. Two dissertations should not take place at the same time or outside term time. See preliminary bookings for free appointments.

The request for a defence must have been received well in advance of the planned thesis defence to the registrar at BTH. The request must be made on this intended form. The request is handled by the management office and is determined by the relevant dean.

The university library is responsible for publishing a thesis at BTH.

What has been mentioned above for the public defence also applies to licentiate examination, see the respective rule document for clarification.

The application for a degree after completing and passing the thesis defence is made via the student portal.

Regulation of Dissertation and Licentiate Seminar:

Template for the request of dissertation

Template for report on Licentiate Seminar

Fees for experts and opponents

Dissertation Rules

Rules at the Licentiate seminar

12. Publish dissertations

The process of publishing a dissertation at BTH can be read at:

<https://www.bth.se/eng/library/research/publish-bth-licdiss-series/>

13. If you experience problems

If problems related to the doctoral education arise, the doctoral student should primarily contact his or her head of department. In the event that the prefect has a role in the case, the doctoral student should instead turn to the dean of the faculty concerned. The Doctoral student can also contact the PhD student Union is part of the student union, with the mission to monitor the rights of doctoral students.

14. Blekinge Student Union and PhD student union

Student Union at BTH is Blekinge student union. The student union is represented at, among others, the Board of Governors, the Deans Group, the Working Environment Committee. The student union also works at national level through SFS, Sweden's united student unions, where for example important issues are the opportunities for representation and increased social security for the doctoral students. The PhD student union helps with support and advice to doctoral students throughout the study period in terms of both social and educational issues. The PhD student union is represented in the Deans Group and the Board of Governors.

15. More Information

For more information see Information on postgraduate education at BTH's Intranet <https://bthse.sharepoint.com>, or on BTH's Student Portal <https://studentportal.bth.se>. You can also contact the research administrators via forskningforskarniva@bth.se.